



# VACANCY ANNOUNCEMENT

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**U.S. Mission** Koror

**Announcement Number:** KOROR-2021-003

**Position Title:** Supervisory General Services Assistant

**Opening Period:** October 29, 2021 – November 12, 2021

**Series/Grade:** FSN-8

**Salary:** USD 19,951

**For More Info:** Human Resources Office: Leah Sakuma  
Contact Number: (680) 587-2920 ext. 2200

**Who May Apply:** FS is FP-6. Actual FS salary determined by Washington D.C.

- All Interested Applicants / All Sources

**Security Clearance Required:** Local Security Certification or Public Trust

**Duration Appointment:** Indefinite subject to successful completion of probationary period

**Marketing Statement:** We encourage you to read and understand the Eight (8) Qualities of Overseas Employees before you apply.

**Summary:** The U.S. Mission Koror is seeking eligible and qualified applicants for the position of Supervisory General Services Assistant.

The work schedule for this position is:

- Full Time (number of hours per week – e.g. 40 hours per week)

Start date: Candidate must be able to begin working within a reasonable period of time of receipt of agency authorization and/or clearances/certifications or their candidacy may end.

**Supervisory Position:** Yes

**Duties:** Directs the activities of the General Services Office (GSO) including vehicle management and maintenance, contracting and procurement process, maintenance of leased and owned properties,

warehouse management, and shipping/customs process. Establishes working relationship with the Island Support Unit and Manila GSO staff to seek guidance and help resolve GSO-related issues.

The incumbent is responsible for supervising and providing guidance to the Chauffeur, Property Clerk and Procurement Clerk.

### **Qualifications and Evaluations**

**Education:** Two (2) years of College or University is required.

### **Requirements:**

**EXPERIENCE:** A minimum of three (3) years' experience in purchasing, contracting, procurement, logistics management or related field and a minimum of six (6) months supervisory experience is required.

**JOB KNOWLEDGE:** Knowledge of State Department policies and regulations in regard to contracting, procurement and maintenance. Good working knowledge of procurement regulations and procedures. Must have good knowledge of local market practices and suppliers, as well as local contracting and pricing practices.

### **Evaluations:**

**LANGUAGE:** : Level 4 (Fluent) in reading/speaking/writing English is required. (This may be tested.)

**SKILLS AND ABILITIES:** Must have knowledge in current procurement policies, relevant codes and laws applicable to procurement; Knowledge and understanding of competitive bidding and negotiations; Ability to negotiate with suppliers and vendors for the best price and quality; Ability to plan and schedule projects and meet deadlines; Ability to assume responsibilities and make independent and sound judgements; Computer literate-skilled in use of Microsoft Word and Excel; Able to perform physical tasks.

**Qualifications:** All applicants under consideration will be required to pass medical and security certifications.

**EQUAL EMPLOYMENT OPPORTUNITY (EEO):** The U.S. Mission provides equal opportunity and fair and equitable treatment in employment to all people without regard to race, color, religion, sex, national origin, age, disability, political affiliation, marital status, or sexual orientation.

### **Other information:**

**HIRING PREFERENCE SELECTION PROCESS:** Applicants in the following hiring preference categories are extended a hiring preference in the order listed below. Therefore, it is essential that these applicants accurately describe their status on the application. Failure to do so may result in a determination that the applicant is not eligible for a hiring preference.

#### **HIRING PREFERENCE ORDER:**

- (1) AEFM / USEFM who is a preference-eligible U.S. Veteran\*
- (2) AEFM / USEFM
- (3) FS on LWOP and CS with reemployment rights \*\*

\* **IMPORTANT:** Applicants who claim status as a preference-eligible U.S. Veteran must submit a copy of their most recent DD-214 ("Certificate of Release or Discharge from Active Duty"), equivalent documentation, or certification. A "certification" is any written document from the armed forces that certifies the service member is expected to be discharged or released from active duty service in the armed forces under honorable conditions within 120 days after the certification is submitted by the applicant. The certification letter should be on letterhead of the appropriate military branch of the service and contain (1) the military service dates including the expected discharge or release date; and (2) the character of service. Acceptable documentation must be submitted in order for the preference to be given.

\*\* This level of preference applies to all Foreign Service employees on LWOP and CS with re-employment rights back to their agency or bureau.

For more information (i.e., what is an EFM, USEFM, AEFM, MOH, etc?) and for additional employment considerations, please visit the following link: <https://careers.state.gov/downloads/files/definitions-for-va>

**How to Apply:** All candidates must be able to obtain and hold a Local Security Certification or Public Trust clearance. Applicants must submit a Universal Application for Employment (DS-174) which is available on HR/OE Intranet Site.

**Required Documents:** Please provide the required documentation listed below with your application:

- DS-174 (Application for Employment)
- Resume
- Residency and/or Work Permit
- Passport copy
- Degree (not transcript)
- Police Clearance
- Driver's License
- Certificate or License
- DD-214 - Member Copy 4, Letter from Veterans' Affairs, or other supporting documentation (if applicable)
- SF-50 (if applicable)
- Letter(s) of recommendation

- List of references

**What to Expect Next:** Applicants who are invited to take a language or skills test, or who are selected for an interview will be contacted via email or phone call.

For further information: the complete position description listing all of the duties, responsibilities, required qualifications, etc. may be obtained by contacting the Human Resources office.

Thank you for your application and your interest in working at the U.S. Mission Koror.

Drafted by: Leah Sakuma, HR



Cleared by: John Hennessey-Niland, COM



Approved by: John Hennessey-Niland, COM

